

Your job with a clear goal: #climatepositive



MVV Environment Limited is a wholly-owned subsidiary of MVV Umwelt GmbH and MVV Energie AG, which have more than 50 years of experience in operating high efficiency waste disposal and energy generation plants. Our Group is one of the market leaders in the generation of energy from waste. In the UK we currently operate Energy from Waste facilities in Plymouth and Dundee and a Biomass facility at Ridham Dock (Kent).

Project Administrator

Medworth

40 hours per week Monday to Friday

The Package:

Competitive salary, bonus and benefits.

The Role:

- Take reasonable care of your own and other people's health and safety at work
- Provide administrative support to project team and visitors
- Contract management
- Maintain document control system
- Ensure that documents are retained in accordance with MVV certification and UK legislation
- Maintain stocks of workwear (PPE)
- Travel and visitor management

The Person:

- Previous Administration experience
- Experience of minute taking and report writing
- Excellent communication and interpersonal skills
- Proactive approach
- Excellent IT skills
- Proficient in the Microsoft Office Suite
- High level of accuracy and attention to detail
- Event planning and delivery

Please send your CV and covering letter to recruitment@mvvuk.co.uk

The closing date for applications is:
7th November 2025

MVV Environment Ltd.
www.mvvuk.co.uk

This list summarises the main tasks and responsibilities for this role but is not exhaustive. Further tasks and responsibilities may be required according to business needs.